

## **PROCUREMENT SPECIALIST II (130-03)**

**SALARY:** \$46,155.20 - \$65,208.00 annually, plus liberal fringe benefits

**Management Category IV (See attached sheet.)**

### **THE POSITION**

This is professional and responsible administrative work of more than average difficulty involving the large volume purchasing of supplies, materials, equipment and services for City departments.

An employee of this class is involved in large scale municipal purchasing and purchasing administration. The employee performs a variety of purchasing assignments of considerable difficulty from research and anticipation of demand through receipt and acceptance of the goods and services, and includes disposition of surplus, confiscated and abandoned property. Employee applies professional knowledge to the procurement process, establishes objectives and schedules, directs activities towards changes in policies and practices to improve the process. The employee works under general supervision and exercises considerable initiative and independent judgment in planning, scheduling and administering projects. The employee works closely with personnel in various City client departments.

An employee of this class may supervise assigned personnel for task accomplishment. Work is conducted independently but may be reviewed while in progress, through conferences, reports submitted and results obtained.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from an accredited college or university with a Bachelor's degree in public or business administration, or other appropriate field. Supplemental advanced, continuing education in purchasing or administration and purchasing professional certification preferred.
2. Have at least two (2) years responsible work experience in a medium to large scale public purchasing operation. Additional qualifying work experience may substitute on a year-for-year basis for the required college education.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

**NOTE:** If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

**NOTE:** ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

### **HOW TO APPLY**

Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, April 8, 2005.**

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE  
FOR  
PROCUREMENT SPECIALIST II (130-03)**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Please type or print legibly as your supplement responses that are not legible will be difficult to evaluate completely and fairly.

1. Do you have a Bachelor's degree? \_\_\_\_ Yes \_\_\_\_ No If yes, Major \_\_\_\_\_
2. Please indicate the professional certifications you currently possess:  
 Certified Purchasing Manager (C.P.M.) \_\_\_\_ Yes \_\_\_\_ No  
 Certified Public Purchasing Officer (CPPO) \_\_\_\_ Yes \_\_\_\_ No  
 Certified Professional Public Buyer (CPPB) \_\_\_\_ Yes \_\_\_\_ No
3. How many years experience do you have in public purchasing? \_\_\_\_\_
4. List any professional purchasing organizations to which you belong: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Please provide the following information concerning your purchasing experience.

	<b>Most Recent Employer</b>	<b>Next Most Recent Employer</b>
Your Title		
Name of Employer		
Employer's Address (City/State only)		
Dates of Employment (Month/Year)	From: To:	From: To:
Duties and Responsibilities		
# of employees supervised and their job titles		

**Please use additional sheets to respond to the questions.**

(We are looking for specifics, not quantity.)

6. Please describe the most difficult and complex competitive sealed bid or Request for Proposal process in which you were involved. To what extent were you involved in the process? \_\_\_\_%. Please provide a copy of the pertinent documents which will clearly reflect your level of involvement in this process; (i.e., Invitation to Bid, legal notice, award recommendation or award letter.)
7. To what extent are you knowledgeable of e-procurement; i.e., have you been involved with an agency which has implemented e-procurement, if so, to what extent were you involved?
8. Describe in detail your current position and your interaction with other departments.
9. Discuss your knowledge of general business use software applications, and give examples of their applicability in procurement.
10. Do you establish annual goals and objectives with your manager/supervisor? How do you arrive at these objectives and what methods do you use to objectively measure your performance?
11. Describe the process you use to establish a working relationship with both internal and external customers.
12. Describe a time you were able to effect policies and practices to improve the purchasing process. Include the name of your employer where the process improved.

***My signature affirms that all information contained in this supplemental employment questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

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Signature

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Date

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SSN#